

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum 600-1
No. 600-1

21 September 1998

Personnel General
MILITARY LEAVE/PASS

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1. HISTORY. This is a revision of an existing publication.

2. PURPOSE. This memorandum is to ensure judicious application of Department of the Army leave policies and to encourage personnel to utilize their authorized leave to the maximum extent possible.

3. REFERENCE. AR 600-8-10, Leaves and Passes, 1 July 1994.

4. SCOPE. This memorandum is applicable to all subordinate elements and personnel under the operational control of the U.S. Army Dental Activity (USADENTAC), Fort Huachuca, Arizona 85613-7040.

5. RESPONSIBILITIES.

a. The Commander, USADENTAC, has the responsibility to ensure that all assigned military personnel have the opportunity to use their authorized leave to the maximum extent possible.

b. The Commander is responsible for maintaining the military leave control system for the USADENTAC. Authenticating authority will be by the DENTAC Commander, Detachment Commander, or First Sergeant.

6. AUTHORIZED ABSENCES.

a. Annual Leave Program.

(1) All requests for leaves will be submitted in a timely manner. Leaves under 14 days duration should be submitted at least 3 weeks prior to the beginning of the requested leave

period. Leaves in excess of 14 days should be submitted at least 30 days prior to the beginning of the leave period. Unusual circumstances may preclude advance notice, but the final decision to grant leave will be left with the Commander who must consider operational military requirements.

(2) Accrued leave in excess of 60 days at the end of each fiscal year is lost unless special leave accrual is authorized. This authorization is very limited. Leave is intended to provide soldiers with rest and respite from the arduous duties of military service. The Annual Leave Program (AR 630-5, chapter 2-3) will provide maximum opportunity for all soldiers to take leave. Leaves will be granted only upon the request of the soldier concerned. However, soldiers have an obligation to execute military programs and policies.

(3) Personnel who fail to take leave when the opportunity is afforded them on command annual leave programs shall be counseled regarding their obligation to execute military programs and policies. They should further be cautioned that such refusal may result in the loss of earned leave at a later date.

b. Passes.

(1) Passes are short term absences which are not a right, but a privilege to be awarded to deserving individuals. The performance of duty and conduct of most soldiers will earn them the privilege of being on pass during the off-duty hours.

(2) Special pass periods may be granted for 3 days (72 hours) or 4 days (96 hours) and will not exceed 96 hours under any circumstances. These passes will not be combined with public holidays or other off-duty hours where the combined total will exceed the maximum limits of a 3-day (72 hour) or 4-day (96 hour) pass, as appropriate. Passes may be given for the following reasons:

(a) Special recognition for exceptional performance of duty.

(b) To attend spiritual retreats or observances of major religious events.

(c) Passes may be granted in conjunction with temporary duty (TDY), provided the pass period is identified to the Defense Accounting Office. This may be done by identifying the pass period on the TDY order. Payment of per diem for such pass periods is not authorized.

(3) Limitations:

(a) Under no circumstances will any pass be issued to soldiers so that two or more passes are effective in succession

or used in serious, through reissue, immediately after return to duty.

(b) Special passes will not be granted in conjunction with leave.

(c) Passes will not be carried forward to the next quarter. If a pass is not used during the quarter it is earned, it is lost.

(4) Authorizations. Passes will be awarded by the Commander for a special achievement (i.e., reenlistment, APFT, etc.). A reenlistment will be awarded a 4-day pass. A 3-day pass will be awarded when a score of 290 or higher is reached on their APFT.

(5) Requests for passes should be submitted 3 weeks prior to the requested period.

c. Compensatory Time. Compensatory time is not automatic, rather a privilege. Compensatory time will be approved by the Detachment Commander or Commander. Comp time will only be authorized for IMSU, etc. functions. Compensatory time is appropriate whenever one performs significant additional duty while DOD or DCQ.

d. Permissive TDY. The DENTAC Commander may authorize administrative absence of personnel not to exceed 10 days. Activities attended must be of semi-official or official nature as described in AR 600-8-10. Leave may be taken in conjunction with permissive TDY.

e. Sick Leave/Quarters. Soldiers that feel they are unable to perform daily duties due to illness or injury, will follow the appropriate sick call procedures. If a physician determines that a status of quarters is recommended, the soldier will provide a copy of the DD Form 689 to their supervisor and will be considered medically unfit for duty. A soldier with a DD Form 689 for quarters will not exceed 72 hours of quarters unless a reevaluation is performed. A soldier that is on quarters will report for duty at 0700 the next duty day after the specified period of quarters, i.e., a soldier reports for sick call at 1300 and is given a quarters slip for 24 hours will report to duty at 0700 the next morning. The commander may request reevaluation of quarters and convalescent leave situations.

7. PROCEDURES.

a. Requests for passes, compensatory time and permissive TDY will be requested on a Request for Pass, Request for Compensatory time or Request for Permissive TDY memorandum as appropriate. Information must be complete, legible, and include a phone number and location where the individual can be reached while on leave.

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b. Preparation of DA Form 31. All DA Forms 31 will be completed by the individual in conjunction with the PSNCO's guidelines. If approved, the individual's copy of the DA Form 31 will be returned to the individual. Once the leave is taken, the PSNCO will annotate the chargeable leave dates and forward the suspense copy to the individual. The PSNCO will maintain a leave control log for all DENTAC leaves and passes.

c. Soldiers will not be required to sign in/out on leave except when departing the unit (PCS, ETS, retirement, etc.), or when arriving the unit. Soldiers must sign in/out with the PSNCO during normal duty hours, or with the DCQ after hours. If a soldier alters leave dates and fails to notify the DCQ or PSNCO, adjustments will not be made to the soldier's leave. Soldiers must be physically present in the local area (defined as on post, duty station, or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave. If soldiers fail to comply, they will become subject to UCMJ action.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85613-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
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